

2016 VISITOR SERVICES INTERNSHIP

SENEY NATIONAL WILDLIFE REFUGE

SENEY, MICHIGAN

Seney National Wildlife Refuge (NWR) in Michigan's Upper Peninsula was established in 1935 by Executive Order for the protection and production of migratory birds and other wildlife. At nearly 96,000 acres, Seney NWR is one of the larger National Wildlife Refuges east of the Mississippi River and is diverse in both the number of ecosystem types present and the number of wildlife species using these habitats. Seney NWR also administers island refuges in Lakes Superior, Michigan, and Huron, as well as the Kirtland's Warbler Wildlife Management Area in the northern Lower Peninsula. The Refuge offers numerous recreational opportunities including a seven mile Marshland Wildlife Drive, roads open to biking, a self guided interpretive hiking trail, canoeing, bird watching, nature observation, hunting, fishing, photography, hiking and a visitor center.

Major Duties and Responsibilities

The duties assigned to the successful applicant would be wide-ranging and should prepare the applicant for a future career in visitor services or recreation. Assigned duties may include:

- opening and closing the Visitor Center;
- working closely with the bookstore manager including daily restocking efforts, bookstore management, assisting with pricing, tagging and displaying items, developing designs for t-shirts, patches, pins and other souvenirs;
- developing and presenting programs for refuge visitors and youth;
- working on special interpretive projects (e.g., , news articles, the website, producing short videos about the refuge and its habitats/wildlife/plants)
- checking and responding to phone messages;
- planning, organizing and conducting special events;
- staffing the Visitor Center information desk;
- assisting volunteers;
- cleaning/maintenance of the Visitor Center, exhibits, grounds, and vehicles;
- posting updates the official Facebook pages;
- assisting with other responsibilities as assigned.

Knowledge, Skills and Abilities

Successful applicants should:

- be energetic and responsible;
- well organized;
- be able to work independently and in small groups with a variety of personalities;
- have public speaking and group management skills;
- have experience in leading programs and working with public is desired;

- have excellent verbal and writing skills;
- be knowledgeable in natural history, biology, bird identification etc.;
- creative and artistic abilities such as photography, art, computer graphics, website experience, video production, etc. should be noted in your resume;
- have a valid driver's license (required);
- interns should be current students or recent graduates;
- be pursuing a degree in parks and recreation, environmental education, interpretation, or a related field; however other backgrounds may be accepted.

Benefits and Logistics

Three internships are available for the summer season:

- a 12 to 15 week full time internship available between the months of May to August, \$200/week stipend - 40 hours per week average including 1 weekend day.
- a 24 week full time internship available between the months of May and October, \$200/week stipend for the first 12 weeks then \$250 per week for the remaining 12 weeks - 40 hours per week average including one weekend day;
- a part time weekend intern (Saturday and Sunday) for 12 to 24 weeks for \$115 per weekend - 18 hours per week;
- housing, transportation to and from work the bunkhouse, and laundry facilities are provided;
- vehicles are provided for work purposes;
- uniform shirts provided, but pants or shorts (shorts, jeans or pants must be in good condition) and closed toed shoes must be provided by the intern;
- the work week may include some evenings.

We are now accepting internship applications for the summer of 2016. We will begin to interview candidates in February. The job announcement will remain open until the positions are filled.

To apply submit: 1) a resume (up to two pages in length), 2) cover letter, 3) unofficial college transcripts, 4) two letters of recommendation, and 5) your time period of availability.

Send your application package to Sara_Giles@fws.gov or mail it to Sara Giles; c/o Seney National Wildlife Refuge, 1674 Refuge Entrance Rd. Seney, MI 49883. If you have questions call (906) 586-9851 ext. 10.